

Office of the Attorney General
Human Resources
Indiana Government Center South, 5th floor
302 W. Washington Street
Indianapolis, IN 46204
[jobs\[atg.in.gov](mailto:jobs[atg.in.gov)
317-232-7979 (fax)



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

PARALEGAL Complex Litigation

Provides paralegal support for two or more attorneys in the Complex Litigation Section. Reports to the assigned attorneys in the Section.

Responsibilities:

- Assist attorneys in the Complex Litigation Section in preparing and filing pleadings and filing or responding to motions or filings by opposing parties.
- Assist in the discovery phase of litigation. Process discovery requests directed to client(s) and prepare interrogatories, discovery requests and subpoenas; contact clients or liaisons to obtain discovery; keep track of due dates; and prepare discovery-related motions.
- Identify, collect and prepare evidentiary materials in support of or opposing motions for summary judgment including affidavits and documentary evidence, at the direction of the assigned attorney.
- Legal research if requested.
- Provide administrative support to attorneys in the Section, as needed and assigned.
- Answer telephones; type and copy correspondence, pleadings, and legal documents for filing in state or federal courts; docket pleadings and other documents; maintain calendars of attorney due dates; open and close cases; maintain files; and obtain case information upon request from court personnel and opposing counsel.
- Other duties and projects as assigned by supervising attorney(s).

Skills:

- Strong organizational skills.
- Strong writing skills.
- Paralegal degree or equivalent work experience.
- Ability to multi-task and prioritize assignments.
- Ability to maintain confidential, highly confidential, and sensitive information.
- Familiarity with state and federal e-filing systems.
- Familiarity with Everlaw or similar product a plus.
- Proficient computer skills required to include, but not limited to, Microsoft Word, Excel, e-discovery software and various case management tools.
- Pleasant telephone demeanor as contact with stakeholders and opposing counsel will be required.
- Familiarity with civil discovery process, including knowledge of the various forms of discovery and appropriate objections.
- Ability to manage large volume of information, including monitoring of due dates and prompting of client(s) to respond when required. Strong organizational skills required.
- Awareness of and adherence to high ethical standards, including need for confidentiality.